

# **SUPERINTENDENT SEARCH COMMITTEE**

## **MEETING MINUTES**

**Wilbur McMahon School Library**

**May 14, 2010**

**Chairperson Suzanne Madden called the meeting to order at 4:07 p.m. Also attending were Jean Dunn, Phyllis Field, Heather Fitzgerald, Debra Lambert, and Scott Morrison. Jodi Ibbotson was not present at the meeting.**

### **Superintendent Search Update**

- Jean Dunn handed out informational packets that had been compiled by Cheryl Sylvia to help the committee through its superintendent search. Jean explained that these packets were to be returned to her at the end of the meeting and would be secured in a locked filing cabinet in Cheryl's office. Search Committee members may look through the materials in the packets in between meetings by contacting Cheryl Sylvia. However, the packets may not leave the school building.**
- To date, five candidates have applied for the superintendent position.**
- The job posting has been listed in the Providence Journal, Sakonnet Times, New Bedford Standard Times and an educational/teacher publication.**
- The deadline for submitting applications has been extended to May 28, 2010.**

- Suzanne notified the search committee members that Mike Harrington had told her that this group cannot go into executive session to discuss a candidate. This committee is a public group and therefore anyone can sit in on its meetings.
- Phyllis Field provided the group with information from the Rhode Island Open Government Summit.

## **Interview Questions**

**Committee members reviewed existing sample questions provided in the informational packet and deleted some questions, revised others and developed new questions to create the following “working” list, which will be refined at the next meeting:**

- 1. As you read the posting for the Little Compton Superintendent job posting, what led you to apply for this position? What are your perceptions of the Wilbur McMahon School and this community?**
- 2. Little Compton is a one-school, one principal, one-half superintendent school system. Your office is located in close proximity to the main office and people have total access to you. How will you manage this and what might be your priorities should you get this position?**
- 3. What would you do as superintendent of Little Compton to deal with today’s budget constraints? What is your fiscal/budget management experience?**

**4. How do you plan to be involved in our town and in building bridges between the school and the rest of the community?**

**5. Please describe your experience in strategic planning, as well as program, policy and faculty development.**

**6. What experience have you had in the construction/renovation of school building projects as well as the process of accessing and obtaining state and foundation funding?**

**7. What is your experience in program review and assessment as well as curriculum development?**

**8. The current contract we have with Portsmouth High School for educating our high-school age students expires in 2013. With that date just a few years away, what steps will you take now to ensure that our future high-school students continue to receive a top-notch education and that the town negotiates a financially-sound contract with one of the nearby public school districts?**

**9. The new Education Commissioner in Rhode Island is shaking up the way public schools educate our children. How will you ensure that Little Compton's needs are met and addressed on a state level as Rhode Island gets closer to creating a funding formula and pushes school districts to regionalize?**

**10. Do you have any additional questions for us or is there anything else you'd like to add?**

### **Further Research**

- Suzanne Madden will research the reciprocity rules between Rhode Island and Massachusetts regarding Superintendent Certification. She will also find out if someone doesn't have RI Superintendent Certification what the requirements are to obtain that accreditation.**
- Phyllis Field asked the other committee members if they would mind if she looked into whether or not Little Compton is required to have a half-time Superintendent if it already has a Principal who also holds a Superintendent Certification. Other committee members told her that would be fine if she did that and they would be interested to hear what she learns from her research.**
- Deb Lambert will ask Mr. Gibney if she and Jean Dunn would be able to get substitutes for the classroom/nurse's office on June 9 if the committee wanted to conduct interviews from Noon to 4 p.m. on that day.**

### **Upcoming Meeting Dates**

- Monday, May 24, at 4:30 p.m. – Review and refine question list as well as begin reviewing resumes.**
- Thursday, June 3 at 4 p.m. – Review resumes and determine which candidates the committee wants to interview.**
- Wednesday, June 9 from 12 to 4 p.m. (Tentative) – Begin**

**interviewing superintendent candidates.**

- **Wednesday, June 16 or Thursday, June 17 (Tentative) at 4 p.m. – Continue interviewing superintendent candidates.**

**The meeting adjourned at 5:38 p.m.**